

1997-98 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance
(JC-Fi)

Sample:

- Record of Comm. Proceedings
- 97hrAC-EdR_RCP_pt01a
- 97hrAC-EdR_RCP_pt01b
- 97hrAC-EdR_RCP_pt02

- Appointments ... Appt
-
- Clearinghouse Rules ... CRule
-
- Committee Hearings ... CH
-
- Committee Reports ... CR
-
- Executive Sessions ... ES
-
- Hearing Records ... HR
-
- Miscellaneous ... Misc
- 97hr_JC-Fi_Misc_pt03n_pt02_DPR
- Record of Comm. Proceedings ... RCP
-

Joint Finance

16.505 / 16.515
14 Day Passive
Reviews

12/23/96 to

2/18/97

WCC/PSC/DOA/Commerce
12/23/90

Tommy G. Thompson
Governor

Richard C. Wagner
Acting Secretary

Judy R. Norman-Nunnery
Division Administrator



State of Wisconsin
Department of Workforce Development

DIVISION OF VOCATIONAL REHABILITATION

2017 INTERNATIONAL LANE, STE. 300

P.O. BOX 7852

MADISON WI 53707-7852

(608) 241-5800

TTY# (608) 243-5601

FAX# (608) 243-5801

<http://www.dwd.state.wi.us/dvr>

September 10, 1996

Department of Commerce
Attn: Robert L. Wynn, II, Director
123 W. Washington Avenue
Madison, WI 53707

RE: Business Development Program for Severely Disabled Clients

Dear Mr. Wynn:

This letter is to notify the Department of Commerce that the Division of Vocational Rehabilitation intends to extend the Third-party contract with the Department of Commerce for the Business Development Program for Severely Disabled Clients for the contract period of October 1, 1996 through September 30, 1997 for a total contract amount of \$300,747.

The third-party contract extension includes a 2% cost of living increase for the 1996-1997 contract period.

A contract extension/amendment will be mailed to you for signature in the near future.

Please contact me if you have questions regarding the contract extension.

Sincerely,

A handwritten signature in cursive script that reads "Scott R. McDonald".

Scott R. McDonald
Third-Party Contract Officer

cc: Dale Verstegen

Tommy G. Thompson
Governor

Richard C. Wegner
Acting Secretary

Judy R. Norman-Nunnery
Division Administrator



DIVISION OF VOCATIONAL REHABILITATION

2917 INTERNATIONAL LANE, STE. 300
P.O. BOX 7852
MADISON WI 53707-7852
(608) 243-6600
TTY# (608) 243-5601
FAX# (608) 243-5681

<http://www.dwd.state.wi.us/dvr>

State of Wisconsin
Department of Workforce Development

September 13, 1996

Robert L. Wynn, II, Director
Department of Commerce
123 W. Washington Avenue
P.O. Box 7970
Madison, WI 53707

RE: Business Development Program for Severely Disabled Clients

Dear Mr. Wynn:

In reviewing the current contract extension for the Business Development Program for Severely Disabled Clients, I have had the opportunity to reflect upon the partnership between our two agencies. The joint collaborative effort between the Division of Vocational Rehabilitation and the Department of Commerce in this endeavor has proved to be successful for the consumers and stakeholders of both our agencies. Jointly, we have broadened and enhanced services to our consumers since the beginning of this program in April of 1993.

The Division does not anticipate any change in our intent to continue this program. However, as with any contractual service program, future changes such as the availability of funds (both federal and state), quality of service provision, client service need, and number of eligible clients will have a direct effect on the continuation of the program and our contractual relationship. The Division will monitor these and other potential influential matters when extending the program on an annual basis.

Please thank the current staff at the Department of Commerce for their time and devotion in implementing the services offered through the Business Development Program.

We look forward to continuing the success of this program.

Sincerely,

A handwritten signature in cursive script, appearing to read "Judy R. Norman-Nunnery".

Judy R. Norman-Nunnery,
Administrator

CORRESPONDENCE MEMORANDUM**STATE OF WISCONSIN
Department of Administration**

Date: November 25, 1996

To: James R. Klauser, Secretary
Department of Administration

From: Jacqueline Jugenheimer
Budget and Policy Analyst

Subject: Section 16.505/515 Request from the Department of Commerce for Funding and Positions related to a Job Creation Program for Individuals with Severe Disabilities.

REQUEST:

The Department of Commerce (Commerce) is requesting an increase of expenditure authority of \$959,400 in appropriation s. 20.143 (1)(k) - Sales of Materials or Services for a new program designed to create jobs for individuals with severe disabilities.

REVENUE SOURCES FOR APPROPRIATION s. 20.143 (1)(k):

All moneys received from the department or other agencies for providing materials and services. Specific revenues for this program are federal disability grant moneys from the Department of Workforce Development.

BACKGROUND:

The Division of Vocational Rehabilitation (DVR) in the Department of Workforce Development (DWD) has awarded a contract to the Bureau of Minority Business in the Department of Commerce for the provision of services to individuals with severe disabilities. The department anticipates that the new staff will work with 140 companies per year. Some of the services provided by the positions under the program include:

- developing program materials,
- promoting the program,
- meeting with interested companies,
- providing technical assistance to companies,
- providing interagency coordination,
- locating outside providers of technical assistance,
- preparing grant contracts and monitoring grants to companies,
- and issuing financial statements and financial reports.

In addition, the department would prepare progress reports for DWD.

The program is designed to provide technical and financial assistance to expanding businesses that commit to hiring individuals with severe disabilities. Companies are eligible for the following monetary assistance through this new job creation program:

- technical assistance grants of up to \$15,000 with a 25% match requirement for technical assistance services that cannot be provided by Commerce staff;
- job creation grants for the purchases of fixed assets, primarily equipment needed for the purchase of new equipment; and
- other Commerce financial assistance, such as Business Development Initiative grants and Wisconsin Development Fund loans and grants.

The department requests 1.0 FTE financial assistance position and 2.0 FTE administrative assistant 5 positions. In addition, 1.14 FTE position of existing Commerce staff will be assigned to the program. The project positions have been requested for one year, although there is the possibility for two one-year extensions. Commerce has requested the following annual budget:

Salary	\$ 95,800
Fringe Benefits	\$ 32,500
Supplies & Services	\$ 32,000
Administrative Overhead	<u>\$ 23,700</u>
Subtotal	\$184,000
Grants	<u>\$775,400</u>
Total	\$959,400

ANALYSIS:

The department and DWD have entered into an agreement to spend \$1,219,000 to create jobs for individuals with severe disabilities. The majority of the funds, 78.7% or \$959,400, are DVR federal Title I funds, the remainder is state match, provided through a combination of existing staff resources and financial assistance programs. This new program would enhance existing cooperative efforts between DVR and the Bureau of Minority Business, which focus on assisting individuals with severe disabilities to start their own business.

Since the job creation program would be a new program, the workload is likely to be higher in the first year of operation than in following years. Therefore, the staff included in this request should be provided only in the first year of operation of the program. Any ongoing need should be met through extension of 2.5 positions of the total requested. This would result in the following annual budget:

	<u>Funding</u>	<u>FTE</u>
Salary	\$ 75,400	
Fringe	\$ 28,100	
S/S	\$ 15,500	
One-Time	\$ 12,000	
Overhead	<u>\$ 19,700</u>	
Subtotal	\$150,700	
Grants	<u>\$775,400</u>	
Total	\$926,100	3.0/2.5

The one-time funding of \$12,000 would be granted only in FY97 and not thereafter. The termination date of the positions would be December 31 of each year and the number of authorized positions would be reduced from 3.0 FTE positions to 2.5 FTE positions on December 31, 1997.

RECOMMENDATION:

Approve the adjusted request. If sufficient funding is available, two one year extensions could be granted.

File:\G\Env\J\DATCP\85150mb.doc.Doc

MEMORANDUM

cc DS
JJ - orig

DATE: September 11, 1996

TO: James R. Klauser, Secretary
Department of Administration

FROM: William J. McCoshen, Secretary
Department of Commerce

SUBJECT: 16.505/16.515 REQUEST



Request

The Department of Commerce requests authorization of 3 FTE positions to be funded through a contract with the Division of Vocational Rehabilitation, Department of Workforce Development. The project is the Job Creation Program for Clients with Severe Disabilities. The 3 project positions will be created in the program revenue service appropriation 121, s. 20.143 (1) (k), Stats. The classifications for the staff are: 1.0 FTE Financial Specialist 4 and 2.0 FTE Administrative Assistant 5's. The contract also provides \$775,432 for grants to individuals. The Department is requesting spending authorization for these funds through appropriation 123, s. 20.143 (1) (kb)--sale of materials or services; individuals and organizations. The project is for the period October 1, 1996 through September 30, 1997.

Revenue Source

The revenue source for appropriation 121 is s. 20.143 (1) (k), Stats.--sale of materials or services. The revenue sources for this request come from a contract for services with the Division of Vocational Rehabilitation, in the amount of \$959,405, for the period October 1, 1996 through September 30, 1997.

Background

The Department of Commerce, Division of Economic Development, Bureau of Minority Business Development has been awarded a contract from the Department of Workforce Development, Division of Vocational Rehabilitation for a Job Creation Program for Clients with Severe Disabilities.

The Bureau of Minority Business needs three additional program staff in order to fulfill the requirements of the attached contract for services with the Division of Vocational Rehabilitation. The 3 project staff will conduct the following activities to assist the Department in fulfilling the terms of the contract:

September 13, 1996

1. Develop program materials.
2. Identify appropriate marketing strategies for the program and conduct marketing activities with Department staff and with companies.
3. Review business expansion plans and proposals.
4. Perform underwriting/risk review of grant applications.
5. Assist with financial packaging.
6. Meet with companies and staff of the Division of Vocational Rehabilitation.
7. Evaluate company applications.
8. Assist companies in determining the need for appropriate technical assistance.
9. Prepare Job Creation Grant Agreements.
10. Provide direct technical assistance to companies.
11. Assist companies to locate outside consultants.
12. Coordinate technical assistance provided by Commerce staff and outside consultants.
13. Assist companies in preparing information for the Job Creation Grant requests.
14. Prepare security agreements and file UCC-1 Forms with the Department of Financial Institutions.
15. Prepare and process payment requests.
16. Prepare monthly bills and conduct year-end reconciliation.
17. Process reports to the Division of Vocational Rehabilitation.

Funding Availability

The Department of Commerce will fund the 3 project positions with Program Revenue Service funds generated through a contract with the Division of Vocational Rehabilitation, Department of Workforce Development. The contract provides for \$959,405 per year to be allocated as follows:

Salary	\$ 95,813
Fringe Benefits	32,480
Supplies/Services	32,028
Grant Financing	775,432
Adminis. Overhead	<u>23,652</u>
TOTAL	\$959,405

Enclosures: Contract
Position Descriptions

cc: Bob Wynn
Jacky Jugenheimer
Jill Thomas
Louie Rech

WISCONSIN DEPARTMENT OF ADMINISTRATION
STATE BUDGET OFFICE
101 E. WILSON ST., 10TH FLOOR
MADISON, WISCONSIN 53707-7864

PLEASE TYPE.

- ☒ 1. NEW POSITION - COMPLETE ALL ITEMS
- ☐ 2. ABOLISH POSITION - COMPLETE ITEMS 1, 2, 5, 9, 12, 22, 30, 31, & 37
- ☐ 3. TRANSFER POSITION FROM AGENCY NO. _____ COMPLETE ITEMS 1, 2, 5, 9, 12, 13, 14, 15, 16, 21, 30, & 31

POSITION NUMBER	SURPLUS POSITION CODE
--------------------	-----------------------------

☒ SEND TO STATE BUDGET OFFICE

1. Agency Department of Commerce				2. Ag. Code 143		3. Cert. Req. No. 97-54		4. Request Date Mo-Day-Yr 09/12/96																																			
5. Class Title Administrative Assistant 5-Project						6. Class Code 07105		7. Sched 07		8. Range 15		9. FTE (% Overall) 100.0																															
10. Rate Base 6		11. Base Salary 15.988		12. Sec. Level		13. County Code 40		14. Employing Unit		15. Heirarchy Code		16. Organization Code		17. Job Shared? <input type="checkbox"/> Yes		18. Special Pos. Type Code																											
19. Freeze Code		20. Freeze Date Start Mo-Day-Yr End		21. Author. Date Mo-Day-Yr 10/01/96		22. Term. Date (Proj. or Surplus) Mo-Day-Yr 09/30/97		23. Amt. Budgeted FY 19 96 19 97 25,037		24. Mo. Budg. FY 1 09		25. Amt. Budgeted FY 19 97 19 98 8,346		26. Mo Budg. FY 2 03																													
27. Position Type				28. Fed. Aid ID No.				29. If Federal Position, Title of Grant, otherwise Source of Pro.																																			
<input type="checkbox"/> 01-Permanent, Classified <input type="checkbox"/> 02-Seasonal, Classified <input type="checkbox"/> 03-Sessional, Classified <input checked="" type="checkbox"/> 05-Project				<input type="checkbox"/> LTE (Type: _____) <input type="checkbox"/> 12- Appointed, Unclassified <input type="checkbox"/> 13-Elected, Unclassified <input type="checkbox"/> 99-Other _____				31. Ultimate Source of Funding																																			
30. Authorization Source				32. State Agency Approvals:				33. Budget				34. Personnel				35. Date				36. State Agency Contact & Telephone																							
<input type="checkbox"/> 1. Biennial Budget Act _____ <input type="checkbox"/> 2. Other Legislation Act _____ <input type="checkbox"/> 3. Joint Finance Date _____ <input type="checkbox"/> S. 16.50(3)				<input type="checkbox"/> 6. Agency (deleting position) <input type="checkbox"/> 7. State Budget Office <input type="checkbox"/> 8. Unclassified Appt. Auth. _____ <input checked="" type="checkbox"/> 9. 16.505(2) _____				Fund				App				Level				Proj				Object Class				Acctg				%											
								02				121				01				00				00								1300								100.0			

37. State Agency Comments:

38. Budget Analyst Approval			Date			39. Budget Operations Approval			Date								
40. Sent to Agency			41. Received by Agency			42. Sent to Dept. of Employ. Relations			43. Received by Employ. Relations			44. Sent to State Budget Office			45. Received by State Budget Office		
46. Budget Office			47. Received by Agency			48. Returned to Dept. of Employ. Relations			49. Received by Employ. Relations			50. Processed by Employ. Relations			51. Processed by Central Payroll/PMIS		

52. State Budget Office Comments:



CERTIFICATION REQUEST/REPORT	CLASS APPROVAL DELEGATED	ATTACHMENTS
1. <input type="checkbox"/> YES 2. <input type="checkbox"/> NO	1. <input type="checkbox"/> YES 2. <input type="checkbox"/> NO	1. <input type="checkbox"/> YES 2. <input type="checkbox"/> NO

Supp.	Pos. Des.	Org. Chart	Tim. Prog.	RAAP	Exp.
As. Anally.	v				

078974

CERTIFICATION ATTACHED	<input type="checkbox"/>	Request to Initiate Action • Signature of Appointing Authority <i>Barbara J. Thomas</i>
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Name - Last Jr./Sr., First Middle Initial (not to exceed 30 characters)	Home Address - Street	City	State	Zip
01106	0285	0286	0287	0288

[illegible][illegible]

0208	0209		0210	0211	0270	0218	0226	0219			
Sex	Birthdate	Marital	Handicap	Ethnic	Vet Status	Bank Transil #	Account #	Acct Type	Proj End Date	Emp Stat	Red Circle

0274	0201	0206	0277	0276	0204	0271	0272	0273	2023	2102	2149
Work Schedule	LV Alloc	Hol Stat	Work Phone			Start Date Pres Class	Prob/Tmg Stat	Prob/Tmg End Date	6 Mo Inc Date	Prob/Tmg Eval Date	

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2127	2107	2124	2121	2125	2122	2123	2139	2138				
Appl Free Space		Old Base Pay	Fund	Org	Sub Org	Appt.	Activity	Object	Sub Obj	Ept. Cat.	Project	Percent
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***** Fill in transfer information *****										
Transfer from Appendix	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020

RECORD Y/N	Emp/Rec Transfer	Transfer from Agency*	0007	0008	0009	0010	0011	0012	0013	0014	0015	0016	0017	0018	0019	0020	0021	0022	0023	0024	0025	0026	0027	0028	0029	0030	0031	0032	0033	0034	0035	0036	0037	0038	0039	0040	0041	0042	0043	0044	0045	0046	0047	0048	0049	0050	0051	0052	0053	0054	0055	0056	0057	0058	0059	0060	0061	0062	0063	0064	0065	0066	0067	0068	0069	0070	0071	0072	0073	0074	0075	0076	0077	0078	0079	0080	0081	0082	0083	0084	0085	0086	0087	0088	0089	0090	0091	0092	0093	0094	0095	0096	0097	0098	0099
0007	0008	0009	0010	0011	0012	0013	0014	0015	0016	0017	0018	0019	0020	0021	0022	0023	0024	0025	0026	0027	0028	0029	0030	0031	0032	0033	0034	0035	0036	0037	0038	0039	0040	0041	0042	0043	0044	0045	0046	0047	0048	0049	0050	0051	0052	0053	0054	0055	0056	0057	0058	0059	0060	0061	0062	0063	0064	0065	0066	0067	0068	0069	0070	0071	0072	0073	0074	0075	0076	0077	0078	0079	0080	0081	0082	0083	0084	0085	0086	0087	0088	0089	0090	0091	0092	0093	0094	0095	0096	0097	0098	0099			

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Autorith	0013						
Autovt	0014						
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[illegible]

1B.

Name

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITIONS
BUSINESS CONSULTANTS

Cert No

- 15% E. Review Business Expansion Financing Requests.
- E1. Assist client in determining eligibility for Job Creation grants and other related financing.
 - E2. Review and evaluate client requests for Job Creation grants and other related financing.
 - E3. Approve release of funds (drawdown) according to contract terms.
- 10% F. Reporting and Liaison activities.
- F1. Provide a monthly report to the Program Supervisor on the status of the Job Creation Program.
 - F2. Assist with the development of an annual work plan, including measurable objectives, tasks, assigned responsibilities and timeliness for the Job Creation Program.
 - F3. In concert with the Program Supervisor, serve as liaison for the Job Creation Program to DVR and other interested agencies and organizations.
 - F4. In consultation with the Program Supervisor, assign tasks and review work products of the Job Creation administrative assistant.
 - F5. Assist the Program Supervisor in coordinating the Job Creation Program with other bureau programs and activities.

1B.

Name

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITIONS
BUSINESS CONSULTANTS

Cert No

-
- B2. Coordinate and implement workshops and educational programs to educate businesses on the benefits of the Job Creation Program.
- B3. Meet with potential participants and DVR District Directors to determine company's eligibility for the Job Creation Program.
- 30% C. Provision of consultation service to companies hiring persons with severe disabilities as part of a business expansion through the Job Creation Program and other BDI programs.
- C1. Provide company assessment on the type and amount of technical assistance resources needed to effectively expand the business enterprise.
- C2. Work closely with the clients and assigned consultants in developing the business plan to ensure a high quality and effective finished product.
- C3. Provide direct consultation in the identification and packaging of the financial resources necessary to effectively capitalize the proposed business expansion
- C4. Assist firms in securing employee recruitment and training services offered by DVR, JTPA, JOBS, W2, JETS, etc.
- 20% D. Identification and coordination of the activities of technical assistance resources utilized with projects in the Job Creation Program and other BDI programs.
- D1. Consult with clients on the development of a Commerce contract for technical assistance grant funds.
- D2. Identify and contract with consultants hired with Job Creation grant funds. Approve assigned consultants after discussions with the client.
- D3. Coordinate the involvement of other technical assistance resources to ensure quality consultation and business planning.
- D4. Approve all payment requests from consultants based on Commerce contracts. Review and evaluate the client match, billing statements, quality of the consultation and nature of the finished product.

1B.

Name

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITIONS
BUSINESS CONSULTANTS

Cert No

14. POSITION SUMMARY

This position will perform highly responsible professional work involving a variety of business development activities designed to increase employment opportunities for persons with disabilities as part of the Job Creation Program and other BDI programs. This position will help develop materials to be used by Department of Commerce staff and Division of Vocational Rehabilitation (DVR) District Directors to market the Program. This position will identify appropriate strategies and techniques to market the Program.

The position will schedule meetings and meet with company representatives and DVR District Directors to determine company eligibility. Evaluate company applications to the Program. Assist companies in determining the need for appropriate technical assistance. Provide direct technical assistance to companies on an as needed basis (consultation services will include quality project feasibility analysis and evaluations, quality business plans, and packaging of financial resources). Assist companies in locating outside vendors of technical assistance. Coordinate technical assistance provided by other DOC staff and outside consultants. Assist companies in preparing information needed for Job Creation Grant requests. Review and approve requests for payment made by participating companies.

This position will work closely with DVR and with companies that are interested in hiring DVR clients as part of a business expansion. Therefore, besides bringing strong experience and skills in business development, the position will need to have an understanding of and sensitivity to disability issues and technology.

15. GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME % GOALS AND WORKER ACTIVITIES

- | | |
|-----|--|
| 10% | A. Development and updating of Job Creation Program materials.

A1. Develop and implement a marketing plan to include marketing materials for the Job Creation Program.

A2. Assist Program Supervisor in developing Program procedures including Program forms and formats. |
| 15% | B. Provision of Job Creation Program Information to Companies interested in hiring persons with severe disabilities as part of a business expansion.

B1. Coordinate and disseminate information regarding the Job Creation Program. |

1. Position No.	2. Cert/Reclass Request No. 97-54	3. Agency No. 143
-----------------	--------------------------------------	----------------------

4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Commerce Division of Economic Development Bureau of Minority Business Development 838 W. National Av Milwaukee, WI 53204-1303
6. CLASSIFICATION TITLE OF POSITION Administrative Assistant 5/Project	
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT New Position
9. AGENCY WORKING TITLE OF POSITION	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Robert Wynn Administrative Officer 3	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).	

14. POSITION SUMMARY — PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

(Continue on attached sheets)

TIME %	GOALS AND WORKER ACTIVITIES
	SEE ATTACHED

16. SUPERVISORY SECTION — TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Back of last page)

- The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☐ general.
- The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION — TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager Barbara Gill Thomas Date 9/12/96

per Judy Arzt

P-FILE

WISCONSIN DEPARTMENT OF ADMINISTRATION
STATE BUDGET OFFICE
101 E. WILSON ST., 10TH FLOOR
MADISON, WISCONSIN 53707-7864

PLEASE TYPE.

POSITION
NUMBER

SURPLUS
POSITION
CODE

☒ 1. NEW POSITION - COMPLETE ALL ITEMS

☐ 2. ABOLISH POSITION - COMPLETE ITEMS 1, 2, 5, 9, 12, 22, 30, 31, & 37

☒ SEND TO STATE BUDGET OFFICE

☐ 3. TRANSFER POSITION FROM AGENCY NO. _____ COMPLETE ITEMS 1, 2, 5, 9, 12, 13, 14, 15, 16, 21, 30, & 31

1. Agency Department of Commerce				2. Ag. Code 143		3. Cert. Req. No. 97-54		4. Request Date Mo-Day-Yr 09/12/96																																																																							
5. Class Title Administrative Assistant 5-Project						6. Class Code 07105		7. Sched 07		8. Range 15		9. FTE (% Overall) 100.0																																																																			
10. Rate Base 6		11. Base Salary 15.988		12. Sec. Level		13. County Code 40		14. Employing Unit		15. Heirarchy Code		16. Organization Code		17. Job Shared? <input type="checkbox"/> Yes		18. Special Pos. Type Code																																																															
19. Freeze Code		20. Freeze Date Start Mo-Day-Yr End		21. Author. Date Mo-Day-Yr 10/01/96		22. Term. Date (Proj. or Surplus) Mo-Day-Yr 09/30/97		23. Amt. Budgeted FY 19 96 19 97 25,037		24. Mo. Budg. FY 1 09		25. Amt. Budgeted FY 19 97 19 98 8,346		26. Mo Budg. FY 2 03																																																																	
27. Position Type																28. Fed. Aid ID No.		29. If Federal Position, Title of Grant, otherwise Source of Pro.																																																													
<input type="checkbox"/> 01-Permanent, Classified <input type="checkbox"/> 02-Seasonal, Classified <input type="checkbox"/> 03-Sessional, Classified <input checked="" type="checkbox"/> 05-Project																<input type="checkbox"/> LTE (Type: _____) <input type="checkbox"/> 12- Appointed, Unclassified <input type="checkbox"/> 13-Elected, Unclassified <input type="checkbox"/> 99-Other _____																																																															
30. Authorization Source																31. Ultimate Source of Funding																																																															
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32. State Agency Approvals:																33. Budget																34. Personnel <i>Barbara Full Thomas</i>																35. Date 9/12/96																36. State Agency Contact & Telephone															
37. State Agency Comments:																																																																															

38. Budget Analyst Approval												39. Budget Operations Approval																																																											
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46. Budget Office												47. Received by Agency												48. Returned to Dept. of Employ. Relations												49. Received by Employ. Relations												50. Processed by Employ. Relations												51. Processed by Central Payroll/PMIS											

52. State Budget Office Comments:



1. Position No.	2. Cert/Reclass Request No. 97-54	3. Agency No. 143
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Commerce Division of Economic Development Bureau of Minority Business Development 838 W. National Av Milwaukee, WI 53204-1303
6. CLASSIFICATION TITLE OF POSITION Administrative Assistant 5/Project	
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT New Position
9. AGENCY WORKING TITLE OF POSITION	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Robert Wynn Administrative Officer 3	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).	

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
-WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
-TIME %: Include for goals and major worker activities.

(Continue on attached sheets)

TIME %	GOALS AND WORKER ACTIVITIES
	SEE ATTACHED

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Back of last page)

- a. The supervision, direction, and review given to the work of this position is [] close [] limited [] general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager Barbara Jell Thomas Date 9/12/96

per Judy Arzt

P-FILE

1B.

Name

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITIONS
BUSINESS CONSULTANTS

Cert No

14. POSITION SUMMARY

This position will perform highly responsible professional work involving a variety of business development activities designed to increase employment opportunities for persons with disabilities as part of the Job Creation Program and other BDI programs. This position will help develop materials to be used by Department of Commerce staff and Division of Vocational Rehabilitation (DVR) District Directors to market the Program. This position will identify appropriate strategies and techniques to market the Program.

The position will schedule meetings and meet with company representatives and DVR District Directors to determine company eligibility. Evaluate company applications to the Program. Assist companies in determining the need for appropriate technical assistance. Provide direct technical assistance to companies on an as needed basis (consultation services will include quality project feasibility analysis and evaluations, quality business plans, and packaging of financial resources). Assist companies in locating outside vendors of technical assistance. Coordinate technical assistance provided by other DOC staff and outside consultants. Assist companies in preparing information needed for Job Creation Grant requests. Review and approve requests for payment made by participating companies.

This position will work closely with DVR and with companies that are interested in hiring DVR clients as part of a business expansion. Therefore, besides bringing strong experience and skills in business development, the position will need to have an understanding of and sensitivity to disability issues and technology.

15. GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME % GOALS AND WORKER ACTIVITIES

- | | |
|-----|--|
| 10% | A. Development and updating of Job Creation Program materials.

A1. Develop and implement a marketing plan to include marketing materials for the Job Creation Program.

A2. Assist Program Supervisor in developing Program procedures including Program forms and formats. |
| 15% | B. Provision of Job Creation Program Information to Companies interested in hiring persons with severe disabilities as part of a business expansion.

B1. Coordinate and disseminate information regarding the Job Creation Program. |

1B.

Name

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITIONS
BUSINESS CONSULTANTS

Cert No

B2. Coordinate and implement workshops and educational programs to educate businesses on the benefits of the Job Creation Program.

B3. Meet with potential participants and DVR District Directors to determine company's eligibility for the Job Creation Program.

30%

C. Provision of consultation service to companies hiring persons with severe disabilities as part of a business expansion through the Job Creation Program and other BDI programs.

C1. Provide company assessment on the type and amount of technical assistance resources needed to effectively expand the business enterprise.

C2. Work closely with the clients and assigned consultants in developing the business plan to ensure a high quality and effective finished product.

C3. Provide direct consultation in the identification and packaging of the financial resources necessary to effectively capitalize the proposed business expansion

C4. Assist firms in securing employee recruitment and training services offered by DVR, JTPA, JOBS, W2, JETS, etc.

20%

D. Identification and coordination of the activities of technical assistance resources utilized with projects in the Job Creation Program and other BDI programs.

D1. Consult with clients on the development of a Commerce contract for technical assistance grant funds.

D2. Identify and contract with consultants hired with Job Creation grant funds. Approve assigned consultants after discussions with the client.

D3. Coordinate the involvement of other technical assistance resources to ensure quality consultation and business planning.

D4. Approve all payment requests from consultants based on Commerce contracts. Review and evaluate the client match, billing statements, quality of the consultation and nature of the finished product.

1B.

Name

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITIONS
BUSINESS CONSULTANTS

Cert No

-
- 15% E. Review Business Expansion Financing Requests.
- E1. Assist client in determining eligibility for Job Creation grants and other related financing.
 - E2. Review and evaluate client requests for Job Creation grants and other related financing.
 - E3. Approve release of funds (drawdown) according to contract terms.
- 10% F. Reporting and Liaison activities.
- F1. Provide a monthly report to the Program Supervisor on the status of the Job Creation Program.
 - F2. Assist with the development of an annual work plan, including measurable objectives, tasks, assigned responsibilities and timeliness for the Job Creation Program.
 - F3. In concert with the Program Supervisor, serve as liaison for the Job Creation Program to DVR and other interested agencies and organizations.
 - F4. In consultation with the Program Supervisor, assign tasks and review work products of the Job Creation administrative assistant.
 - F5. Assist the Program Supervisor in coordinating the Job Creation Program with other bureau programs and activities.

WISCONSIN DEPARTMENT OF ADMINISTRATION
STATE BUDGET OFFICE
101 E. WILSON ST., 10TH FLOOR
MADISON, WISCONSIN 53707-7864

PLEASE TYPE.

☒ 1. NEW POSITION - COMPLETE ALL ITEMS

☐ 2. ABOLISH POSITION - COMPLETE ITEMS 1, 2, 5, 9, 12, 22, 30, 31, & 37

☐ 3. TRANSFER POSITION FROM AGENCY NO. _____ COMPLETE ITEMS 1, 2, 5, 9, 12, 13, 14, 15, 16, 21, 30, & 31

POSITION NUMBER	SURPLUS POSITION CODE
--------------------	-----------------------------

☒ SEND TO STATE BUDGET OFFICE

1. Agency Department of Commerce				2. Ag. Code 143		3. Cert. Req. No. 97-52		4. Request Date Mo-Day-Yr 09/12/96																														
5. Class Title Financial Specialist 4						6. Class Code 00104		7. Sched 02		8. Range 12		9. FTE (% Overall) 100.0																										
10. Rate Base 6		11. Base Salary 12,491		12. Sec. Level		13. County Code 40		14. Employing Unit		15. Hierarchy Code		16. Organization Code		17. Job Shared? <input type="checkbox"/> Yes		18. Special Pos. Type Code																						
19. Freeze Code		20. Freeze Date Start Mo-Day-Yr End		21. Author. Date Mo-Day-Yr 10/01/96		22. Term. Date (Proj. or Surplus) Mo-Day-Yr 09/30/97		23. Amt. Budgeted FY 1996 1997 19,561		24. Mo. Budge. FY 1997 09		25. Amt. Budgeted FY 1997 1998 6,520		26. Mo Budge. FY 2 03																								
27. Position Type <input type="checkbox"/> 01-Permanent, Classified <input type="checkbox"/> 02-Seasonal, Classified <input type="checkbox"/> 03-Sessional, Classified <input checked="" type="checkbox"/> 05-Project <input type="checkbox"/> LTE (Type: _____) <input type="checkbox"/> 12-Appointed, Unclassified <input type="checkbox"/> 13-Elected, Unclassified <input type="checkbox"/> 99-Other _____						28. Fed. Aid ID No.		29. If Federal Position, Title of Grant, otherwise Source of Pro.																														
30. Authorization Source <input type="checkbox"/> 1. Biennial Budget Act _____ <input type="checkbox"/> 2. Other Legislation Act _____ <input type="checkbox"/> Joint Finance Date _____ <input type="checkbox"/> 4. S. 16.50(3) <input type="checkbox"/> 6. Agency (deleting position) <input type="checkbox"/> 7. State Budget Office <input type="checkbox"/> 8. Unclassified Appt. Auth. _____ <input checked="" type="checkbox"/> 9. 16.505(2) _____						31. Ultimate Source of Funding <table border="1"><thead><tr><th>Fund</th><th>App</th><th colspan="3">Level</th><th>Proj</th><th>Object Class</th><th>Acctg</th><th>%</th></tr><tr><th></th><th></th><th>1</th><th>2</th><th>3</th><th></th><th></th><th></th><th></th></tr></thead><tbody><tr><td>02</td><td>121</td><td>01</td><td>00</td><td>00</td><td></td><td>1300</td><td></td><td>100.0</td></tr></tbody></table>						Fund	App	Level			Proj	Object Class	Acctg	%			1	2	3					02	121	01	00	00		1300		100.0
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		1	2	3																																		
02	121	01	00	00		1300		100.0																														
32. State Agency Approvals:		33. Budget <i>Louise Beck</i>		34. Personnel <i>Sarahata Gill Thomas</i>		35. Date 9/12/96		36. State Agency Contact & Telephone																														
37. State Agency Comments:																																						

38. Budget Analyst Approval			Date			39. Budget Operations Approval			Date		
40. Sent to Agency		41. Received by Agency		42. Sent to Dept. of Employ. Relations		43. Received by Employ. Relations		44. Sent to State Budget Office		45. Received by State Budget Office	
46. Budget Office		47. Received by Agency		48. Returned to Dept. of Employ. Relations		49. Received by Employ. Relations		50. Processed by Employ. Relations		51. Processed by Central Payroll/PMIS	

52. State Budget Office Comments:



DEPARTMENT OF EMPLOYMENT RELATIONS

CERTIFICATION REQUEST/REPORT

CLASS APPROVAL DELEGATED ATTACH-MENTS

Supv. Pos. Anal. Pos. Des. Org. Chart. Im. Prog. RAP Exam Plan HAM/MRM

Agency Request No. 97-52

078972

DER-MRS-34 (Rev. 4/93)

Type New ☒ Replace ☐ Same Dates ☐ Changed Dates ☐ Kind of ORNR OPRS CE-Op. 3 CE-Op. 4 UNIT CP AGCP SWCP SYCP Name of Agency and Employing Unit Commerce/Div of Economic Dev/Bur of Minority Bus Dev

Position No. Surplus Code Sec. Level Dist. % Time Worked Organization Code Employment Type 01-Permanent 02-Seasonal 03-Sessional 05-Proj. (proj. appl.) 06-Proj. (perm. proj.)

Empl. Unit Code 2103 143000 2147

Room No. Street or Building (Do not exceed 15 characters) City (Do not exceed 12 characters) State Work Zip

2104 2101 05

BUDGETED POSITION TYPE 05

Class Code Extender Announcement Class Title Requested Financial Specialist 4-Project 2144

Approved Sub Title

BU 40 02 12 2 2036 05

2004 00104

Name of Last Encumbent NEW POSITION Class

POSITION DOWN GRADED FOR DEVELOPMENTAL PURPOSES

Appr Budgeted Personnel Office Contact Name Judy Arzt Tel. Area Number 608 266-9647

Comments

CERTIFICATION ATTACHED ☐ Request to Initiate Action - Signature of Appointing Authority

Date 9/2/96 Approvals - Budget Training Class DMRS

REPORT OF HIRE

TYPE: ☐ New Original Appl. ☐ Promotional Appl. ☐ Transfer ☐ Reinstatement ☐ Demotion ☐ Project Appl. ☐ Car Ex ☐ Zip

Name - Last Jr./Sr., First Middle Initial (not to exceed 30 characters)

Home Address - Street

City State Zip

Home Phone 0106 0290 TYPE OF CERTIFICATION Applicant Gap Ref. Ref. Reg. Set Cert. Additional Certification Ver. Pts. HEC MEC WEC Appr. for Hiring by or for Admin. Div. Merit Recruitment and Selection Date

PAYROLL AUTHORIZATION

Trans Ctl Action Ctl SSN Agency No. Appt# Etl Date Cont. Serv Start Date Cont. Serv Adj. Start Date Lv Adj No. Pym Sec Lv Home County

Mailing Addr-PO Box City State Zip Pay Disp Check Sort Lv Sort Emp Free Space

Sex Birthdate Marital Handicap Ethnic Vet Status Bank Transf # Account # Prob/Tmg Start Prob/Tmg End Date 6 Mo Inc Date Prob/Tmg Eval Date

Work Schedule LV Alloc Hol Stat Work Phone 2136 Start Date Pres Class Prob/Tmg End Date 2112

Local # B/U Etl Date Retire Cat Base Pay Type H Base Pay Amt OT Stat Suppl Pay Cd Suppl Pay Amt Standby Specialty

Appt Free Space 2142

RECORD Y/N Empl Rec Transfer Transfer from Agency# 3011 3012 3013 3014 3015 3016 3017 3018 3019 3020

DEDUCTION Y/N Tax Health Ins. Life Ins. 3021 3022 3023 3024 3025 3026 3027 3028 3029 3030

Y/N ICI Other Ins. Misc. Ded. 3031 3032 3033 3034 3035 3036 3037 3038 3039 3040

Signature of Appt. Auth. for Payroll Authorization Date Trans Ctl Fed/Marital F. Options FICA Etlg. State/Marital Exemptions Trans Ctl GTN Amount Payee Ctl

05 0125 0129 0127 0128 08 6030 6032 6033

POSITION DESCRIPTION

DER-PERS-10 (Rev. 5-84)
State of Wisconsin
Department of Employment Relations

1. Position No.	2. Cert/Reclass Request No. 97-52	3. Agency No. 143
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Commerce Division of Economic Development Bureau of Minority Business Development 838 W. National Av Milwaukee, WI 53204-1303
6. CLASSIFICATION TITLE OF POSITION Financial Specialist 4/Project	
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT New Position
9. AGENCY WORKING TITLE OF POSITION	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Robert Wynn Administrative Officer 3	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).	

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page.)

GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
–TIME %: Include for goals and major worker activities.

(Continue on attached sheets)

TIME %	GOALS AND WORKER ACTIVITIES
--------	-----------------------------

SEE ATTACHED

16. SUPERVISORY SECTION – TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Back of last page)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☐ general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION – TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager Barbara Gull Thomas Date 9/12/96
per Dale Bartz

P-FILE

Name:

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITION
FINANCIAL/CONTRACT MANAGEMENT SPECIALIST

Cert No.

Page 2

14. POSITION SUMMARY

This position is responsible for contract and supporting document preparation, financial recordkeeping and reporting for the Job Creation Program and other Minority Business Bureau grant programs. Duties include processing financial drawdown requests, providing technical assistance to businesses and program staff on financial recordkeeping, payment issues and repayment tracking. This position is also responsible for the design and operation of the computerized financial management programs. This position requires frequent telephone and written contact with award recipients etc., to deal with grant management, and Program compliance issues. The position will work with Fiscal to prepare monthly bills to the Wisconsin Division of Vocational Rehabilitation (DVR) and contract year-end reconciliation. The position will assist in the preparation and will process monthly and quarterly program reports to DVR. Work is performed under the supervision of the Program Supervisor.

15. GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME % GOALS AND WORKER ACTIVITIES

- | | |
|-----|--|
| 30% | <p>A. Award letter, grant agreement and supporting documentation preparation processing, and tracking for the Job Creation Program and other Minority Business Bureau programs.</p> <p>A1. Prepare award letters, grant agreements, promissory notes, security agreements and Uniform Commercial Code forms.</p> <p>A2. Route and track award letters, grant agreements and supporting documentation.</p> <p>A3. Perfect security agreements by filing necessary documents with Secretary of State's office and county registers of deeds.</p> |
| 50% | <p>B. Financial Management for Job Creation Program and other Bureau Grant programs.</p> <p>B1. Establish and maintain manual and computerized financial monitoring files for award recipients.</p> <p>B2. Maintain contract budget summary sheets for each award recipient.</p> |

Name:

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITION
FINANCIAL/CONTRACT MANAGEMENT SPECIALIST

Cert No.

Page 3

- B3. Produce various financial management worksheets such as drawdown summary sheets, drawdown registers and area representative reports for each award recipient.
- B4. Mail financial forms to award recipients.
- B5. Process request for payment forms from award recipients. Verify the accuracy and completeness of the request. Countersign and authorize payments and submit to the Bureau of Fiscal and Contract Services.
- B6. Review budgets of contracts and contract amendments for accuracy, and process budget changes due to amendments.
- B7. Identify problems and notify award recipients of corrections to be made on all Financial Management forms.
- B8. Advise award recipients of the need for resubmittal if necessary.
- B9. Provide technical assistance on financial reporting information to award recipients as needed.
- B10. Inform Consultants and Program Supervisor of problems requiring their intervention.

- 20% C. Reporting and liaison and monitoring activities for Job Creation Program and other Bureau grant programs.
- C1. Maintain statistical data (i.e., progress of award recipients on projects, performance related data, etc.) for the financial management process.
 - C2. Produce program status reports, and provide copies to Program Supervisor, Bureau, and to other interested parties.
 - C3. Assist with the preparation and processing of monthly and quarterly reports to DVR.
 - C4. Work with the Bureau of Fiscal and Information Management to prepare monthly bills to DVR and contract year-end reconciliation..
 - C5. Monitor draw down requests for federal funds made to DVR.

Name:

Position No.

Classification: JOB CREATION PROGRAM PROJECT POSITION
FINANCIAL/CONTRACT MANAGEMENT SPECIALIST

Cert No.

Page 4

- C6. Assist Program Supervisor and Consultants in monitoring progress of recipients and of the Program as a whole.
- C7. In concert with the Program Supervisor serve as liaison to DVR and other interested agencies and organizations.

**JOB CREATION PROGRAM
FOR CLIENTS WITH SEVERE DISABILITIES**

CONTRACT

BETWEEN THE

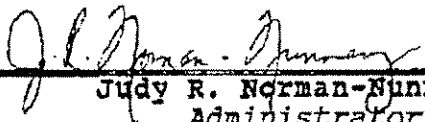
**DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF VOCATIONAL REHABILITATION**

AND THE

**DEPARTMENT OF COMMERCE
DIVISION OF ECONOMIC DEVELOPMENT**

**DVR-COMM CONTRACT
JOB CREATION PROGRAM
FOR CLIENTS WITH SEVERE DISABILITIES**

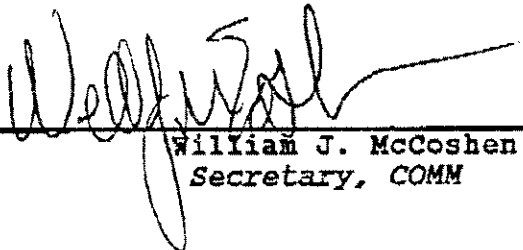
The following contract for a job creation program for clients with severe disabilities between the Department of Workforce Development, Division of Vocational Rehabilitation, and the Department of Commerce, Division of Economic Development, will be in effect for the contract period October 1, 1996 through September 30, 1997.



Judy R. Norman-Nunnery, Ph.D.
Administrator, DVR

9/4/96

Date



William J. McCoshen
Secretary, COMM

9/3/96

Date

DVR-COMM CONTRACT
JOB CREATION PROGRAM FOR CLIENTS WITH SEVERE DISABILITIES

TABLE OF CONTENTS

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Business Plan Development and Review	7
Job Creation Grant Agreement	7
Job Creation Grant Agreement Compliance Monitoring	8
Program Timelines	10
Outcomes	10
Reporting Procedures	11
Terms and Conditions	12
Auditing Requirements	12
Financial Requirements	13
Program Annual Budget (12 months)	Appendix A
Appropriate Employment Outcome	Appendix B
Monthly Budget Worksheet Invoice	Appendix C

DVR-COMM CONTRACT

JOB CREATION PROGRAM FOR CLIENTS WITH SEVERE DISABILITIES

INTRODUCTION and INTENT:

The State of Wisconsin Department of Commerce (COMM) and the Division of Vocational Rehabilitation (DVR) are establishing a program of Job Creation for Persons with Disabilities. Under federal regulations (34 CFR 361.13) DVR may enter into cooperative programs of vocational rehabilitation with other government agencies. The program established by this contract is a partnership in which DVR provides the federal dollar portion of funding in addition to services which prepare persons with disabilities for employment. COMM provides proportionate matching funds plus staff to assist employers with business expansion resulting in a specific number of job positions to be filled by DVR clients within the COMM Job Creation Agreement with the company.

The concept of a Job Creation Program for Persons with Severe Disabilities was developed in discussions held between COMM and DWD/DVR staff members. COMM and DVR will work jointly to meet the following established goals for the Job Creation Program:

- Decrease unemployment among persons with disabilities by working with businesses in Wisconsin to create new, "livable wage" jobs that could be filled by persons with disabilities;
- Increase the number of businesses in Wisconsin that actively identify and recruit persons with disabilities for job openings and to match job opportunities with qualified candidates;
- Increase employer knowledge of how jobs can be modified to the advantages of the skills of persons with disabilities;
- Enhance the future DVR client applicant pool skill and qualification level to meet the future needs of employers;
- Improve quality of job placements (jobs in integrated settings, consistent with clients' abilities and interests, at living wages, with benefits and opportunities for advancement) that meet the needs of the individual;
- Increase the utilization of DVR as an employment resource;
- Develop a "seamless" approach to providing business technical assistance, financing and job recruitment and placement services to businesses that commit to hire persons with disabilities. Currently, businesses have to access the various programs (both DVR's and COMM's) separately.

To implement these goals, COMM and DVR will focus the program on businesses in Wisconsin that are interested in expansion and which will result in a job creation commitment to fill jobs with DVR eligible clients. DVR will have the right of first refusal to fill the positions resulting from the expansion. The intent of this project is to increase opportunities for high quality employment outcomes for DVR clients statewide.

PROGRAM DESIGN:

STAFFING AND JOB DESCRIPTIONS

COMM business consultant and program supervisor:

Provide liaison and reporting activities. Ensure contract compliance between COMM and DVR. Train and supervise the Job Creation business consultants and administrative assistant. Develop program materials. Review business expansion plans and proposals. Coordinate and assign applicants to Program business consultants. Provide necessary technical assistance. Oversee the provision of technical assistance. Perform underwriting/risk review of Job Creation grant applications. Assist with financial packaging. Manage the day-to-day operations of the Job Creation Program. Review and submit monthly and quarterly reports to DVR.

Job Creation business consultants (two FTE positions):

Work with the COMM business consultant to develop Program materials. Identify appropriate strategies and techniques to market the program. Serve as a contact point for companies interested in the Program. Schedule meetings and meet with companies and DVR staff. Evaluate company applications. Assist companies in determining the need for appropriate technical assistance. Prepare Job Creation Grant Agreements. Provide direct technical assistance to companies on an as needed basis. Assist companies in locating outside consultants. Coordinate technical assistance provided by other COMM staff and outside consultants. Provide consultation in the identification and packaging of the financial resources necessary to effectively capitalize the proposed business expansion. Assist companies in preparing/assembling information needed for Job Creation Grant requests. Review and approve requests for payments made by participating companies. Report to the Program supervisor.

Job Creation program administrative assistant:

Assist with the development of program materials. Log applications submitted by companies. Review staff recommendations for completeness. Process Job Creation

Grant Agreements. Prepare necessary security agreements. File UCC-1 Forms with the Office of Secretary of State. Prepare and process requests for payment submitted by Program participants. Administer grants made to companies. Work with business consultants to monitor progress of Program. Work with COMM Fiscal to prepare monthly bills to DVR and contract year-end reconciliation. Process monthly and quarterly reports to DVR. Participate in annual evaluation of the Program.

COMM will work closely with DVR District staff and Central Administration staff to identify and provide services to eligible clients and companies.

COMM will provide a program supervisor to function as a management liaison with DVR. DVR will provide a similar staff person to liaison with COMM.

IMPLEMENTATION:

MARKETING

Marketing of the Job Creation Program is to be completed internally and externally by COMM with consultation, support, and technical assistance from DVR as requested by COMM. Marketing of the program is to continue throughout the contract period.

Internal Marketing: The COMM business consultant shall meet with the various bureaus and programs within COMM to provide information on the Job Creation Program. Staff from the Manufacturing Assessment Center, the Bureau of International Development, Office of Development Finance and COMM's Area Development Managers are to play a key role in identifying companies and referring them to the Job Creation Program. DVR staff will be made aware of the Job Creation Program through presentations conducted by COMM and DVR Program liaisons.

External Marketing: The Program will be marketed to companies through contact with COMM, and as requested by COMM, with assistance by DVR staff. The goal of the marketing plan will be to encourage businesses to apply to the program. Interested companies will be referred to the Job Creation Program. The marketing of the Program will also include press releases, mass mailings of brochures/fact sheets and presentations to business groups. COMM Program staff will seek to market the Program to Chambers of Commerce in Wisconsin through the Wisconsin Manufacturers and Commerce (WMC). DVR staff, especially at the District level, are also to identify companies in their communities that would be good candidates for the Program.

MATERIAL DEVELOPMENT

COMM staff will develop necessary materials for the Program, to include applicable acknowledgement of both COMM and DVR in this joint project. Materials will include: Brochure/Fact Sheet, Program Application, Application Evaluation Form, state and local program resource list, and Job Creation Grant Agreement.

TARGET MARKET

The Job Creation Program will be targeted toward companies that are interested in business expansion and creating "livable wage" jobs for persons with disabilities through a business expansion. Interested companies are to be directed to COMM. COMM staff will determine a company's potential acceptance into the Program based on initial information from telephone conversations and/or general requests to COMM for information or services.

COMM staff will schedule an initial "Joint Meeting" with the likely Program candidates, COMM staff and DVR District Director. COMM will share information gathered in the initial contacts between COMM and the company with the DVR District Director at least ten (10) working days prior to the initial Joint meeting.

PROGRAM SERVICES:

JOINT MEETINGS

COMM staff will schedule the Joint Meetings. The purpose of the Joint Meetings between COMM, DVR, and the company is to:

- 1) Explain the Job Creation Program to the company;
- 2) Define the nature of the business expansion;
- 3) Discuss possible types of positions, within an integrated setting, which will be dedicated for persons with disabilities;
- 4) Discuss possible number of positions the company will dedicate for persons with disabilities;
- 5) Estimate when the positions will be available;
- 6) Discuss the amount the company is seeking in expansion grant funds;
- 7) Discuss the amount the company will contribute toward costs of the expansion under this program (minimally 50% of the total cost of the expansion);
- 8) Identify specific services, and any technical assistance as required, which the company will require in development of the expansion plan and as part of the expansion plan;

- 9) Secure the company's agreement to submit a Business Expansion Plan within 90 days of the initial Joint Meeting. (If the company is not interested in submitting a Business Expansion Plan, the process stops). Exceptions to the 90 day requirement shall be individually negotiated;
- 10) Preliminarily identify appropriate individuals who are eligible DVR clients at the time the employment opportunities are available. If DVR staff cannot identify appropriate candidates, the development of a Job Creation Program for that company ends.

The goal of the Joint Meetings is to obtain all required information and secure the company's agreement. Several Joint Meetings may be required in order to complete this phase of the program.

SERVICE DETERMINATION

Once a company is accepted into the Job Creation Program, COMM staff will work with the company to determine the amount and type of services required for the expansion plan. Job Creation Program funds may not be utilized for the purchase of land, buildings, rolling stock, inventory or working capital. Services available to eligible companies under this Program include but are not limited to:

- **Job Creation Grants:** For the purchase of fixed assets, especially equipment, necessary for the business expansion. This may include specially designed software approved on an individualized basis;
- COMM Business expansion loans (loans may be offered by COMM as part of an expansion program package however, COMM loan dollars are not authorized to be used as appropriate match for DVR federal dollars under this contract);
- Appropriate accommodations required by the approved expansion;
- Training for DVR clients hired as a result of the approved expansion plan in such cases where the employer does not routinely provide such training;
- Appropriate accommodations, authorized on an individual case by case basis, in meeting the needs of the DVR client hired as a result of the approved expansion plan;
- **Technical Assistance:** COMM will determine the appropriate method for provision of technical assistance through either:

- A. COMM staff to include, but not limited to, Job Creation Program staff, Manufacturing Assessment Center, Bureau of International Development, Area Development Managers.

and/or

- B. Outside consultants through Job Creation Technical Assistance Grants

COMM Job Creation Technical Assistance Grant Agreement - For those companies that request technical assistance that cannot be provided by COMM staff, the company and COMM may enter into an agreement to award a Job Creation Technical Assistance Grant for up to \$15,000. As part of the agreement, the company provides a match equal to at least 25% of the Technical Assistance Grant. The agreement is to specify the type(s) of technical assistance to be paid for by the grant. The agreement also requires a commitment that the company guarantees a specified number of jobs for DVR clients when the expansion occurs.

Technical Assistance includes, but is not limited to:

- Assistance in completing the expansion plan;
- Assistance in completing a production layout as part of an expansion;
- Assistance in identifying domestic and/or international markets in which to expand;
- Marketing plan development and services;
- Assistance in the development of financial packages necessary for the expansion;
- Risk Review;
- Other technical assistance services from Program, other COMM staff, or outside consultants.

As a provision of technical assistance, COMM will provide each company with a listing of other state and local program resources available to the company which can be utilized under the expansion plan. COMM is responsible for assuring that technical assistance is provided in a timely manner. COMM will closely monitor the provision of outside technical assistance to help prevent problems, and correct any problems if and when they occur.

- Other goods and services approved by DVR and COMM not otherwise prohibited by regulations.

BUSINESS PLAN DEVELOPMENT AND REVIEW:

As required, COMM will work with the company in the development and completion of the Business Expansion Plan. COMM will maintain contact with DVR throughout the business plan development phase. Provision of Technical Assistance will provide COMM with information on the company's expansion plans. Information will be shared with the applicable DVR District Director on an ongoing basis.

All Business Expansion Plans are to be submitted to COMM. Within ten (10) working days from receipt of the completed business plan, COMM staff shall:

- Conduct a through review and evaluation of the Business Expansion Plan;
- Conduct a background check on the company to ensure the company has no outstanding tax obligations to the State of Wisconsin;
- Verify that the company has other components of its financial package in place;
- Perform other steps as part of its due diligence;
- Verify that the plan contains the number and types of agreed upon job slots for persons with disabilities who are DVR eligible, which the company has committed.

If the evaluation is positive and no outstanding tax obligations discovered, the company will be accepted into the Program and a Job Creation Grant Agreement developed.

JOB CREATION GRANT AGREEMENT:

Companies whose Business Expansion Plans have been approved enter into a formal agreement with COMM and are eligible to receive up to 50% of the cost of the expansion as identified in the approved expansion plan. The goal for completing the Job Creation Grant Agreement process from receipt of completed business plan is thirty (30) days. If it is determined that the 30 days is not sufficient, COMM must notify DVR and the employer.

COMM will work closely with the local DVR District Director on the development and finalization of the agreement on the areas pertinent to DVR. COMM staff is to file appropriate UCC financing statements and other security agreements with the Department of Financial Institutions.

The Job Creation Grant agreement between COMM and the company is to include the following:

- 1) The amount of the Job Creation grant award;
- 2) A description of the use of the grant funds;

- 3) The number and types of job slots to be created for DVR eligible clients;
- 4) A description of any technical assistance grant funds to be provided;
- 5) Conditions describing other financing to be provided by sources other than COMM;
- 6) Duration of the agreement;
- 7) Security agreement(s) to encumber equipment to be purchased by grant;
- 8) Description of sanctions to be applied should company not comply with requirement to hold open a specific number of jobs slots for DVR clients;
- 9) Time frames of agreed upon service delivery items identified in the agreement;
- 10) The employer's commitment to hire the agreed upon number of qualified DVR clients dependant upon the scope of the grant and the commitments made at the initial joint meeting;
- 11) Other necessary terms and conditions

JOB CREATION GRANT AGREEMENT COMPLIANCE MONITORING:

Companies participating in the Program are to agree to abide by the terms of the Job Creation Grant Agreement. The agreement is to include financing from the company and/or participation from another entity. The employer must provide at least 50% of the cost of the Job Creation expansion amount.

FUND DISPERSEMENT

To receive Job Creation grant funds, the company is required to submit to COMM a request for payment along with a copy of the invoice or proposal from the dealer/vendor, for the Job Creation Program eligible services. The company is also required to prove that other financing is in place. COMM is to send a check to the company within five (5) working days of receiving the above documentation.

HIRING OF ELIGIBLE DVR CLIENTS

Companies receiving Job Creation grants and other assistance are to notify DVR District Directors, as soon as possible and no less than one (1) month in advance, as to their fill date for the agreed upon job slots. Upon notification, the DVR District Director is to:

- 1) Develop a list of eligible candidates. The District Director will work with staff within the office, region, and statewide to identify potential applicants.

- 2) Work with the company to assess the appropriateness of the job, potential job accommodations, restructuring, or modification.
- 3) Submit the list to the company, preferably no less than two (2) weeks prior to the scheduled interview date.

The company is to use the list submitted by DVR to fill the agreed job slots. The company is to obtain written authorization from DVR, prior to filling the committed job slot, if a job slot is to be filled by an individual not included on the DVR submitted list.

If DVR is not able to provide candidates to the company, or the number of candidates submitted are less than the number of committed job slots, the company is free to use its own standard recruitment process after obtaining written approval from DVR. DVR shall retain authority to inform Job Service and other agencies within the Partnership for Full Employment of the available job positions.

DVR has right of first refusal for the agreed on job slots for the duration of the Job Creation Grant Agreement.

COMM/DVR JOINT MONITORING

COMM and DVR shall jointly follow up with the company, for the length of the Job Creation Agreement, to ensure the terms of the agreement are being complied as agreed, and provide additional technical assistance as needed. COMM shall administer and maintain the Job Creation Agreement for the entire length of the agreement between COMM and the company, and shall enforce all issues of noncompliance.

Sanctions, identified in the Job Creation Grant Agreement, will be imposed by COMM if the employer, without showing good cause, fails to comply with all terms of the agreement. Sanctions may include the pay back of some or all of the grant(s) provided. COMM shall reimburse DVR 78.7% of funds recovered by COMM from such action.

As requested, and as a supplement to the Job Creation Grant Agreement, DVR is to provide consultation on appropriate job accommodations, modifications, or restructuring and pursue appropriate funding sources. DVR may also pay, or identify appropriate funding sources to pay, the cost of technical assistance and rehabilitation technology assessments and costs of job modifications/accommodations subject to negotiations with the company.

DVR directly provides follow-up services to individuals it places in the job slots DVR up to the time of closure of each Individualized Written Rehabilitation Program. At DVR's request, COMM will continue to provide additional technical assistance, up to the end of the Job Creation Grant Agreement, to assist the employer in fulfilling the agreement.

PROGRAM TIMELINE

October 1996	Develop Program Materials
October-November 1996	Market Program to COMM and DVR staff
October 1996	Hire Program Staff
October 1996-June 1997	Market program to Wisconsin Companies
October 1996-July 1997	Identify and conduct initial contact with Companies
October 1996-July 1997	Initial Joint Meetings with Companies
October 1996-September 1997	Job Creation Grants Awarded
October 1996-September 1997	Technical Assistance Provided
November 1996-September 1997	DVR Clients Hired.

OUTCOMES

OUTCOME	TARGET GOAL
A. Number of Job slots committed to DVR	76 over 12 months
B. Percent of Jobs Filled by DVR Clients	100%
C. Appropriate Employment Outcome	<ul style="list-style-type: none"> • Meet DVR Appropriate Employment Outcome Criteria (See Appendix B) • Full time (at least 30 hrs/week) • Benefits (health care, sick leave, retirement, vacation). • Commensurate with prevailing occupational and community wages.

REPORTING PROCEDURES

- A. Process Reports** - COMM is to provide DVR with monthly reports describing the following Job Creation Program activities which occurred that month and on a cumulative basis since the beginning of the project:
- Company Contacts (name of company, contact persons, description of activity)
 - Number of Initial Joint Meetings Held
 - Number of Applications/Business Plans Evaluated
 - Number of Companies Accepted into the Program
 - Description of Services Provided
 - Number of Job Creation Grant Requests Processed
 - Number and Dollar Amount of Job Creation Grants Awarded (Itemization of each award to include: total business expansion funds awarded; amount authorized to be awarded to the company through the Job Creation Program; amount to be paid by COMM under this contract, and the amount to be paid by DVR under this contract)
 - Dollar Amount of Job Creation Grants Disbursed
 - Number of Job Slots Committed (by Company)
 - DVR Office Contacts (name of DVR Staff)
 - DVR Clients Identified as Candidates to Fill the Job Slots (name of DVR Client)
 - Number of New Jobs Created
- B. Outcome Reports** - Quarterly Reports due December 20th, March 20th, June 20th and September 20th describing the following for that quarter and on a cumulative basis:
- List of Jobs Created
 - List of Jobs Filled by DVR Clients (including Company, Employees, Job Title, Wage/Salary, Hours, List of Benefits, Duration of Job Slot, Cost per Slot). DVR Counselors will assist in preparing this information.
 - Job Creation Plans are to include:
 - Estimated time for plan completion;
 - Timeline of significant events of the plan; and
 - Anticipated issues or barriers for completion of the plan.
- C. Annual Evaluation** - DVR and COMM staff jointly conduct annual reviews to evaluate the Program's implementation, goal attainment and the overall impact of the project on employment opportunities for individuals with disabilities.

TERMS AND CONDITIONS:

COMM and COMM's staff shall observe the strict confidentiality rules that apply to 34 CFR 361.49, Code of Federal Regulations, Chapter HSS-258, Wisconsin Administrative Code (Confidentiality of DVR Records), and Chapter HSS-92, Wisconsin Administrative Code (Treatment Records). Companies awarded agreements under the Job Creation Program shall observe appropriate state and federal laws and regulation related to confidentiality of information relating to DVR clients.

News releases, presentations, and promotional material pertaining to this contract or any part of the Job Creation Program shall include acknowledgement of both COMM and DVR and not without prior notification to either party.

All information relating to the individuals DVR served through the Job Creation Program is to be kept confidential. Written approval from DVR is required prior to the release of any information relating to DVR clients served through the Job Creation Program.

AUDITING REQUIREMENTS

1. The COMM shall inform DVR as to the type of audit required (if any) by OMB Circular A-128.
2. The COMM shall submit to DVR a certified audit report within 180 days of completion of any audit of this program or funds, unless waived by the Division. The audit shall be conducted and reports submitted in accordance with applicable state and federal regulations and guidelines and professional standards, including but not limited to: OMB circular A-128; Section 46.036 of the Wisconsin Statutes; and Generally Accepted Auditing Standards.

Send the report to the Division of Vocational Rehabilitation, Attention: Mike Grenie, 2917 International Lane, P.O. Box 7852, Madison, WI 53707-7852.

3. COMM shall calculate the actual rate to be charged for indirect costs for this contract period. The indirect cost rate for this contract shall be calculated on an FTE rate and determined by dividing the estimated cost of the administrative overhead pool which includes salary, fringe and supplies and services by budgeted FTEs in the program areas. The administrative pool includes the Division of Administrative Services less the Information

Technology (IT) staff costs assigned to the IT application development cost pool, the non-GPR portion of the Secretary's Office, and the Department's public information function. The actual rate for the contract period ending September 30, 1997 shall be \$657 per month per FTE. During the current contract period COMM and DVR shall review and discuss the indirect cost rate structure to determine indirect cost rates for future contracts.

FINANCIAL REQUIREMENTS

A. Funding of this contract

Total cost funding for the Job Creation Program is to be 21.3% non-federal funding from COMM and 78.7% Title I federal funding from DVR.

Funds provided by companies being served through the Job Creation Program, such as the required 25% match for Technical Assistance Grants, are not authorized as appropriate match for the Title I federal funding provided by DVR.

Any funds used to match the Division's federal grant dollars may not be either other federal funds or funds used to match and, therefore, capture other federal funds. Monetary loans to DVR clients is expressly prohibited in any circumstance under this contract. Monetary loans to businesses for the expressed repayment of the loan is not authorized to be used as appropriate match for DVR federal dollars under this contract. DVR federal funds are not authorized to be used as loans to businesses under this contract. Grants to businesses, to include the COMM Performance Grants, may be used as appropriate match for DVR federal dollars under this contract. Performance Grant funds used as match under this contract shall be in accordance with the **Accounting requirements** indicated for this contract.

Job Creation Program funds may not be utilized for the purchase of land, buildings, rolling stock, inventory or working capital.

B. Accounting requirements

1. The COMM's chart of accounts and accounting system shall permit timely and accurate preparation of expenditure reports required by DVR.
2. The COMM shall reconcile costs reported to DVR for reimbursement or as match to expenses recorded in the provider's accounting or simplified bookkeeping system, on an ongoing and periodic basis. The COMM agrees that reconciliations will be completed at least quarterly and will be

documented. The COMM shall retain the reconciliation documentation in accordance with the State's records retention requirement for fiscal documents.

3. Upon identification, COMM shall notify and transfer back to DVR 78.7% of all funds recovered from companies which initially received funding under this contract but who failed to meet the requirements of their Agreement with COMM. The amount that COMM shall transfer back to DVR shall be up to the total 78.7% DVR federal funds required for the contract period in which the expenditure originally occurred.

C. Payment for services

1. The COMM shall bill at the end of each month for the specific services provided under this contract.
2. The COMM shall bill at the end of each month for all services performed during that month, submitting an invoice using the attached budget worksheet detailing the services provided under #1 above in the same categories as established in the budget (see attachments) and the DVR-83 - Client Attendance Record and the DVR-84 - Client Attendance Summary. It shall submit, also, with each invoice a monthly process report as specified in section A, Reporting Procedure. Payment will not be made without all of these reports.
3. The COMM shall bill only for actual expenditures.
4. The DVR will not make payments for new costs in excess of the program cost or incurred outside the contract period. Costs associated with continued technical assistance provided by COMM to the employer beyond the specific Job Creation Agreement period will not be billed under this contract.
5. The DVR reserves the right to withhold payment for services for noncompliance with the terms of the contract by notifying COMM in writing of its noncompliance. Payments will be released when COMM complies with the requirements of the contract. If COMM does not comply with the terms outlined in this contract, DVR will terminate the contract.
6. Expenses incurred during the grant period but reported later than 90 days following the end of the grant period will not be recognized, allowed, or reimbursed under the terms of this contract.

7. DVR will invoice COMM on a monthly basis for 4.7% of the total costs incurred during the previous month.

D. Extension

1. The DVR may consider an increase in the annual project cost for each of two optional renewal years.
2. Both parties shall note the splitting of the contract across federal fiscal years so as to ensure billing against the appropriate federal fiscal year.
3. DVR and COMM will begin discussions whether to continue or modify the services and funding of this contract in May of the year in which stated contract is set to expire.

E. Termination

Either party to this contract may terminate same by giving written notice to the other party at least thirty (30) days prior to the effective date of such termination. All Job Creation Grant Agreements in effect at the time of termination of this contract shall remain in effect for the duration of each individual Job Creation Grant Agreement. All terms and conditions of each Job Creation Grant Agreement, to include DVR's right of first refusal for the agreed upon job slots, shall also remain in effect for the duration of each individual Job Creation Grant Agreement.

BUDGETS

A twelve (12) month (October 1, 1996 - September 30, 1997) budget - Appendix A

Appropriate Employment Outcome - Appendix B

Monthly Budget Worksheet Invoice - Appendix C

APPENDIX A**DVR/COMM JOB CREATION PROGRAM: 12 MONTH BUDGET
October 1, 1996 - September 30, 1997**

ITEM #	ITEM	COMM GPR MATCH	FEDERAL I-B	TOTAL
1a.	WI COMM Business Consultant Supervisor (.75 FTE)			
	Salary:	\$ 30,092		\$ 30,092
	Fringe Benefits (33.9%):	\$ 10,201		\$ 10,201
1b.	WI COMM International and A.D.M. Consultants (810 hrs/yr)			
	Salary:	\$ 17,014		\$ 17,014
	Fringe Benefits (33.9%):	\$ 5,768		\$ 5,768
2a.	Job Creation Business Consultant Project Positions (2.0 FTE)			
	Salary:		\$ 67,287	\$ 67,287
	Fringe Benefits (33.9%):		\$ 22,810	\$ 22,810
2b.	Job Creation Admin. Assistant Project Position (1.0 FTE)			
	Salary:		\$ 28,526	\$ 28,526
	Fringe Benefits (33.9%):		\$ 9,670	\$ 9,670
3a.	WI COMM Supplies & Services	\$ 10,395		\$ 10,395
3b.	DVR Federal Supplies & Services		\$ 32,028	\$ 32,028
4a.	WI COMM BDI Technical Assistance Grant Financing	\$ 75,000		\$ 75,000
4b.	WI COMM Financing Programs	\$118,700		\$ 118,700
4c.	Job Creation Technical Assistance & Job Creation Grant Financing		\$ 775,432	\$ 775,432
5a.	Job Creation Indirect (\$657 per month per FTE)	\$ 8,983	\$ 23,652	\$ 32,635
5b.	DVR Job Creation Administration		\$ 60,935	\$ 60,935
	TOTALS	\$276,153	\$1,020,340	\$1,296,493

APPROPRIATE EMPLOYMENT OUTCOME

The following are characteristics used in guiding determinations of the appropriateness of the primary outcome of the VR program - employment:

- [A] Employment in the most integrated/least restrictive environment.
- [B] Employment that is consistent with the person's interests; strengths; resources; priorities; abilities; concerns; capabilities; and, that has hours which are commensurate with capability.
- [C] Employment that can be maintained as well as offering benefits and long-term work opportunities.
- [D] Employment in which compensation is commensurate with community and occupational standards.
- [E] Employment that accounts for immediate and long term ramification of the customer' disability and does not endanger customer to others.
- [F] Employment in which the client has the knowledge to identify and achieve the appropriate occupational/career path.
- [G] Employment in which there are opportunities for growth and advancement.
- [H] Employment outcome that relates to services provided.
- [I] Employment that satisfies the needs of our primary customers.

APPENDIX C

DEPARTMENT OF COMMERCE DVR/COMM JOB CREATION PROGRAM (JCP) INVOICE

MONTH: _____

ITEM	COMM APPROPRIATE MATCH			DVR FEDERAL 1B		
	CURRENT MONTH EXPENSE	Y.T.D. EXPENSE	BUDGET	CURRENT MONTH EXPENSE	Y.T.D. EXPENSE	BUDGET
PROGRAM STAFF SALARY			\$47,106			\$95,813
FRINGE BENEFITS			15,969			32,480
SUPPLIES & SERVICES			10,395			32,028
WI COMM BDI TECH. ASST. - GRANT FINANCING			75,000			
WI COMM FINANCING PROGRAMS			118,700			
JCP TECH. ASST. & JOB CREATION GRANT FINANCING						775,432
JCP INDIRECT			8,983			23,652
PROGRAM TOTAL			276,153			959,405

This is to certify that the above are actual, certifiable, reasonable and necessary expenses incurred in compliance with statutes and regulations in the performance of duties required by the DVR/COMM Job Creation Program.

Department of Commerce's
Authorized Representative

Date